

CONFIDENTIAL



BURGESS HILL

— GIRLS —

Tomorrow's Women

RISK MANAGEMENT MATRIX

Return to school September 2020

All staff (academic & support) have been briefed on the action taken by the school to ensure we follow Government Guidance.

LIKELIHOOD

High Red 3	Highly likely
Medium Yellow 2	Most likely
Low Green 1	unlikely

IMPACT

High Red	Medium Yellow	Low Green
A significant impact on the totality of the school's business including financial impact. A major impact on the school's reputation A prolonged (week+) effect on the operation of the school An effect on large numbers of pupils and staff A matter that would require the implementation of the Crisis Management Plan	A significant effect on a number of departments A significant but not major impact on the school's reputation A prolonged (week+) effect on the operation of a significant part of the school A serious effect on the operation of the school A matter that would require special written procedures to cover it	A significant effect on one department A minor impact on the school's reputation A serious effect on the operation of the school for one day or less A matter that should be dealt with through normal managerial processes



RISK MANAGEMENT MATRIX

COVID 19 Virus

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and using one way systems
- This RA should be read in conjunction with the COVID 19 H&S RA and Catering RAs. Also the Government Guidance Document
- Back to School booklets have been sent to all parents
- There are also subject specific RAs for, specific subject areas
- *Suspected cases:*
Testing may take place at school or parents asked to seek NHS testing
- *Confirm*
- *ed cases:*
children sent home and should be isolated for 14 days (including is someone in their household tests positive)

Risk Factor	Likelihood	Impact	Control Procedure	Person Responsible	Mitigation	Residual Risk
Spread of Infection within school			<ul style="list-style-type: none"> • Washing your hands often - with soap and water, or use alcohol sanitiser if handwashing facilities are not available. This is particularly important after taking public transport • covering your cough or sneeze with a tissue, then throwing the tissue in a bin. • Pupils/teaching staff who feel unwell should stay at home and should not attend school • pupils, students, staff and visitors should wash their hands: <ul style="list-style-type: none"> • before leaving home • on arrival at school/ nursery • after using the toilet • after breaks and sporting activities • before food preparation • before eating any food, including snacks • before leaving school/ nursery • use an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available • avoid touching your eyes, nose, and mouth with unwashed hands • avoid close contact with people who are unwell • clean and disinfect frequently touched objects and surfaces • no parents or visitor on site (beyond a specific point) no parents inside school buildings 	Executive SLT All teachers and TAs All support staff	Share information relating to infection control around the school Teachers to supervise handwashing	



			<ul style="list-style-type: none"> one way systems in place protective screens on Reception areas items removed from classrooms as per the Government guidance staff to wipe down their desk and workstation before and after use 			
Drop off & collection			<ul style="list-style-type: none"> parents will drop children off in the Prep school car park – staff will meet and direct the children to specific entry points The drop off zone & top of Glendale path will be staffed at the end of the day Teachers will take Prep Sch children to the drop off zone for collection. Senior Sch children will go unescorted No parents are permitted into the school buildings 	SLT Teachers and TAs Support staff	Information sent to parents and shared with staff Awareness of moving traffic, Prep pupils escorted at all times.	
Classrooms			<ul style="list-style-type: none"> furniture & various items of equipment have been removed and seating has been spaced out to create as much distance as possible all desks enable pupils to face forward in the class teacher zone created in SS, not required in Prep Sch handwashing on entering & leaving the classrooms/buildings separate entry points for all year groups daily cleaning and specific areas cleaned during the day all classes (including nursery) are encouraged to teach outside as much as possible and at least once a day 	Teachers and TAs Housekeeping	Information sent to parents and shared with staff Prep Sch pupils escorted at all times.	
Break times			<ul style="list-style-type: none"> year groups play within their own zoned area (Prep Sch playground fenced off) Nursery in their own zoned area hand washing on re-entering the buildings/classroom pupils only use the toilets in their designated area 	Teachers and TAs Nursery staff	Information sent to parents and shared with staff Pupils escorted at all times.	
Lunch Time (Dining room)			<ul style="list-style-type: none"> Year groups have their own dining room zone Catering staff will serve pupils With the exception of Prep Sch, staff will have packed lunches Nursery will continue to eat in their building 	All staff	Information sent to parents and shared with staff Pupils will only use the toilets in their area. Dining room toilets are for catering team only	
Pupil or staff member contracting the virus			<ul style="list-style-type: none"> Parents advised that children are not to come in to school if they feel unwell Staff advised to not come in if they are unwell Testing will be requested to confirm possible COVID infection Should a child or member of staff become unwell they will be isolated before being sent home If there is a delay in the collection of a child nurse will hold them in her medical room (PPE to be worn) General scrapes and bumps – nurse will come to the pupil Should the Nurse become unwell first aid will be covered by paediatric first aiders 	All staff	All staff informed Having nurse on site means, we are able to isolate anyone who becomes unwell.	
Disruption to the academic provision due to a member of staff or a pupil bubble needing to isolate			<ul style="list-style-type: none"> Preparation of Google classrooms/Tapestry with academic work If a teacher is unwell and can teach, cover work will be provide but online teaching may not be possible Confirmed case - Parents notified and pupils asked to stay at home and isolate for 14 days Monitor pupils in other year groups Nurse in school to manage anyone who falls ill during school time Classrooms set up as per Government guidance 	Teachers & Nursery staff	Share information relating to Government guidance	
Deliveries/collections Visitors/contractors			<ul style="list-style-type: none"> Screens set up on the reception desks Parents collecting a child will be asked to wait outside the building Richard to be called to meet contractors – no badges issued, as they will be escorted at all times. • • Deliveries to be dropped into a box outside the school reception area 	Admin staff & SLT	Admin Staff Briefed	
Off term and external hirers of school site			No external hirers	Executive SLT		

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Wearing of Masks			Staff (academic and support) and Senior School pupils may wear facemasks around school if they wish but must remove them in the classroom unless the content of the lesson requires you to be in close proximity to another person. Prep school pupils will not wear masks School transports – drivers and passengers of all ages will wear masks	All Staff	All staff have been briefed on this	
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